



# ACH AUTHORIZATION FORM

## Income Tax Department

Dear Income Tax Customer,

For your convenience, the City of Delaware Income Tax Department offers *free* automatic electronic payment of your city income taxes. If you have questions, please call the Tax Department at the number below.

**How it works:**

- Contact the Income Tax Department to determine your payment schedule. (*Payments will be deducted on the 25th of each month or the next working day if the 25th falls on a holiday or weekend unless otherwise noted below.*)
- Choose your checking or savings account.
- Contact your financial institution to see if it is active in the Automated Clearing House network (ACH.) Most major banking institutions and many credit unions participate.
- Complete the application below.
- Attach a voided check if you are using a checking account.
- Mail, email, fax, or drop off the completed application to the Income Tax Department in City Hall.

City of Delaware Income Tax Dept.  
PO Box 496  
Delaware, OH 43015  
IncomeTax@DelawareOhio.net

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### AUTHORIZATION AGREEMENT FOR PRE-AUTHORIZED INCOME TAX PAYMENTS

*(Please print legibly.)*

I/We hereby authorize the City of Delaware to initiate debit/credit entries to my/our bank account indicated below and the financial institution named below to debit/credit the same to such account.

Depository Bank Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Transit/Routing/ABA # \_\_\_\_\_ Account # \_\_\_\_\_

Type of account:  Checking (*Attach a voided check.*)  Savings

I/We authorize \$ \_\_\_\_\_ to be debited  quarterly  monthly  weekly beginning \_\_\_\_\_

This authority is to remain in full force and effect until the City of Delaware and depository bank have received written notification from me (or either of us) of its termination in such time and in such manner as to afford the City of Delaware and depository a reasonable opportunity to act.

Name(s): \_\_\_\_\_ Delaware Income Tax ID # \_\_\_\_\_  
*(please print clearly)*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_